

Advisory No.: 2006-1

Date Issued: December 16, 2011

Subject: Procurement - Action Agendas: Required Backup

Documentation

DEPARTMENT ACTION AGENDA

(sample)

INFORMATION TECHNOLOGY CONTRACT

ITEM: #-IT Agency Contact: John Doe

410.xxx.xxxx

jdoe@dept.state.md.us

Attachment I

Advisory 2006-1

DEPARTMENT/PROGRAM: Department Training Program

CONTRACT ID: T00R0000000

Cool Site Maintenance

ADPICS NO. R00B0000000

CONTRACT DESCRIPTION: Web site maintenance

AWARD: Vendor, Inc.

Annapolis, MD

TERM: 7/1/2006 - 12/31/2006

AMOUNT: \$600,000 (6 Months)

PROCUREMENT METHOD: Competitive Sealed Proposal

Single offer received

PROPOSALS: Vendor, Inc.

MBE PARTICIPATION: 20%

*MBE WAIVER: 5%

PERFORMANCE SECURITY: Performance bond at 100% of contract amount

*HIRING AGREEMENT ELIGIBLE: Yes

INCUMBENT: Same





Advisory No.: 2006-1

Date Issued: December 16, 2011

Subject: Procurement - Action Agendas: Required Backup

Documentation

DEPARTMENT ACTION AGENDA (sample)

ITEM: #-IT (Cont)

REQUESTING AGENCY REMARKS:

The solicitation was advertised in eMaryland Marketplace and distributed to the Governor's Office of Minority Affairs. Notices of the solicitation were sent to 12 vendors. Only one offer was received. Upon inquiry to non-responding vendors, the Department learned that many have existing commitments that precluded their participation in this procurement. In addition, the industry is known to be currently experiencing heavy demand from users. The Department determined that other prospective bidders had reasonable opportunity to respond. See COMAR 21.05.02.20.

The recommended contractor, Vendor, Inc., currently provides maintenance and support for Department Web sites. Vendor, Inc. has extensive expertise with the Web site's proprietary software. The Department determined that the price is fair and reasonable.

The Department had set a 25% MBE goal in the solicitation. Upon request from Vendor, Inc., the Department granted a partial waiver and reset the MBE goal to 20% of the contract amount. The Department granted Vendor, Inc. the partial waiver because See COMAR 21.11.03.11B.

FUND SOURCE: 100% Gen.

APPROP. CODE: R00A0000

RESIDENT BUSINESS: Yes

MD TAX CLEARANCE: 06-0000-0000

Board of Public Works Action - The above referenced Item was:

APPROVED DISAPPROVED DEFERRED WITHDRAWN

WITH DISCUSSION WITHOUT DISCUSSION

